

State of California—Health and Human Services Agency  
**Department of Health Services**



**GRAY DAVIS**  
Governor

April 25, 2002

**PPL No. 02-003**

TO: All Local Governmental Agencies (LGAs)  
Targeted Case Management (TCM) Coordinators

**SUBJECT: TCM INVOICE DUE DATES FOR FISCAL YEAR 2002/2003**

The purpose of this transmittal is to inform each LGA of the due dates for TCM encounters and invoices.

Pursuant to Welfare and Institutions (W & I) Code Section 14115, reimbursement for an original invoice shall be submitted not more than six months after the month in which the service is rendered. To meet the six-month deadline, encounters must be entered into the TCM system as well as invoices submitted to the Department, within six months after the month of service. The Department considers the submittal date to be the date the invoice is postmarked. Invoices submitted past the six-month limit will be subject to a reduction in reimbursement.

Reimbursement for invoices submitted between seven and twelve months after the month of service shall be reduced as follows:

- The amount shall be reduced by 25 percent for invoices submitted during the seventh through the ninth month after the month of service.
- The amount shall be reduced by 50 percent for invoices submitted during the tenth through the twelfth month after the month of service.
- Invoices submitted after the twelfth month after the month of service are not eligible for reimbursement.



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[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

To be eligible for the full Medi-Cal reimbursement, invoices must be submitted not more than six months after the month of service. To satisfy the invoice submittal requirement, invoices must be postmarked according to the enclosed invoice postmark schedule.

Pursuant to W & I Code section 14115(a)(b) and (f), reductions to invoices submitted between the 7<sup>th</sup> and the 12<sup>th</sup> month after the month of service will apply, except as follows:

- A patient does not identify himself or herself to the provider as a Medi-Cal beneficiary within four months after the month in which the service was rendered.
- The director finds that a delay in the submission of invoices was caused by circumstances beyond the control of the LGA.
- A state of emergency has been declared by either the President of the United States or the Governor, or the director, due to destruction, loss, or inaccessibility of data as a result of the emergency situation.

If the reason for the late invoice meets one of the preceding exceptions, and the LGA chooses to appeal, the LGA coordinator must submit a written request to:

Attention: Patricia Morrison, Chief  
Administrative Claiming and Support Section  
Department of Health Services  
714 P Street, Room 1640  
Sacramento, CA 95814

Because the invoice deadlines are based on the month of service, DHS recommends that invoices be submitted on a monthly basis rather than quarterly.

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Administrative Claiming Policy and Systems Unit, at (916) 657-0716 or by e-mail at [etouhey@dhs.ca.gov](mailto:etouhey@dhs.ca.gov)

Sincerely,

**Original Signed by P. Morrison**

Patricia L. Morrison, Chief  
Administrative Claiming and  
Support Section

Enclosure

cc: See next page

All Local Governmental Agencies (LGAs)  
Targeted Case Management (TCM) Coordinators  
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cc: Ms Linda Minamoto  
Associate Regional Administrator  
Department of Health and Human Services  
Centers for Medicare & Medicaid Services  
Division of Medicaid, Region IX  
75 Hawthorne Street, Fourth Floor  
San Francisco CA 94105-3903

Mr. Larry Lee, Accountant  
Division of Medicaid  
801 I Street, Room 210  
Sacramento CA 95814

Ms. Cathleen Gentry  
MAA/TCM Consultant  
Local Governmental Agency  
455 Pine Avenue  
Half Moon Bay CA 94109

## TCM Invoice Postmark Dates

<b><i>Fiscal Year 2002-03</i></b>			
<b>Period of Service</b>	<b>6-month Postmark Date No Reduction</b>	<b>7-9 month Postmark Date 25% Reduction</b>	<b>10-12 month Postmark Date 50% Reduction</b>
7/1/02-7/31/02	January 31, 2003	April 30, 2003	July 31, 2003
8/1/02 - 8/31/02	February 28, 2003	May 31, 2003	August 31, 2003
9/1/02 - 9/30/02	March 31, 2003	June 30, 2003	September 30, 2003
10/1/02 - 10/31/02	April 30, 2003	July 31, 2003	October 31, 2003
11/1/02 - 11/30/02	May 31, 2003	August 31, 2003	November 30, 2003
12/1/02 - 12/31/02	June 30, 2003	September 30, 2003	December 31, 2003
1/1/03-1/31/03	July 31, 2003	October 31, 2003	January 31, 2004
2/1/03-2/28/03	August 31, 2003	November 30, 2003	February 29, 2004
3/1/03-3/31/03	September 30, 2003	December 31, 2003	March 31, 2004
4/1/03-4/30/03	October 31, 2003	January 31, 2004	April 30, 2004
5/1/03-5/31/03	November 30, 2003	February 29, 2004	May 31, 2004
6/1/03-6/30/03	December 31, 2003	March 31, 2004	June 30, 2004